

CONTRACT #18
RFS # 331.11-009

Department of Education

VENDOR:
CTB/McGraw-Hill

RECEIVED

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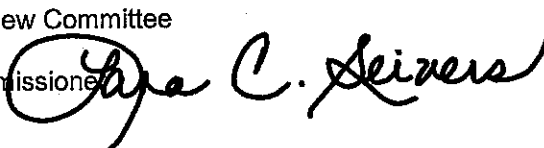
FISCAL REVIEW



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
6th FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

PHIL BREDESEN
GOVERNOR

LANA C. SEIVERS, Ed.D.
COMMISSIONER

TO: Leni Chick, Fiscal Review Committee
FROM: Lana C. Seivers, Commissioner 
DATE: December 5, 2006
RE: Request to appear before Fiscal Review Committee regarding Non-Competitive Amendment to contract FA-04-15781-02

Please consider the enclosed information regarding a request for Non-Competitive Amendment to contract FA-04-15781-02 CTB/McGraw-Hill.

The proposed amendment will allow for the following:

- Discontinuation of the following materials
 - Introductory instructional materials
 - Not tested document: originally intended to track absentee students
 - Printing and shipping of paper reports
- Addition of the following items
 - Kindergarten and 1st grade assessment deliverable cost
 - Return testing coordinator's manual to the pricing structure
 - Include practice test teacher directions
 - Include clarity downloads for contract years 2 – 5
 - Include Braille audio tape development in year three
 - Modification of quantities on existing deliverables
 - Provide programming and an equating study
 - Provide programming for the development of several secure web-based reporting
 - Provide online reporting for all school, and state level reports
 - Clarification and updates of various clauses

The cost for the addition of these deliverables is \$787,826.94 over the remaining life of the contract for a total maximum liability of \$41,290,349.94.

This request was originally submitted for review and approved by this committee in May 2006. Since that time, an error with the STARS vendor number associated with CTB/McGraw-Hill was discovered and it was determined that a VEIN amendment had to be executed prior to the approved amendment that was requested at that time. The availability of the new on-line enhancements was presented to the State and it

was determined that we would combine the approved amendment with the new enhancements and make only one amendment to the contract to include all items.

Thank you for your consideration.

LS:sdl

cc: Dr. Timothy K. Webb,
Assistant Commissioner

REQUEST: NON-COMPETITIVE AMENDMENT

APPROVED DRAFT request

Commissioner of Finance & Administration

Date:

EACH REQUEST ITEM BELOW MUST BE DETAILED OR ADDRESSED AS REQUIRED.

1) RFS #	331.11-009-03	
2) State Agency Name :	Department of Education	
EXISTING CONTRACT INFORMATION		
3) Service Caption :	Development of Tennessee Comprehensive Assessment Program Achievement Test (TCAP)	
4) Contractor :	CTB/McGraw-Hill	
5) Contract #	FA-04-15781-02	
6) Contract Start Date :	May 1, 2003	
7) <u>Current</u> Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised :	November 15, 2008	
8) <u>Current</u> Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised :	\$33,312,080.00	
PROPOSED AMENDMENT INFORMATION		
9) <u>Proposed</u> Amendment #	03	
10) <u>Proposed</u> Amendment Effective Date : (attached explanation required if date is < 60 days after F&A receipt)	January 5, 2007	
11) <u>Proposed</u> Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised :	November 15, 2008	
12) <u>Proposed</u> Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised :	\$41,290,349.94	
13) Approval Criteria : (select one)	<input checked="checked" type="checkbox"/> use of Non-Competitive Negotiation is in the best interest of the state <input type="checkbox"/> only one uniquely qualified service provider able to provide the service	
14) Description of the Proposed Amendment Effects & Any Additional Service :		
The proposed amendment will provide for the following:		
1. Discontinuation of the following materials:		
a) Introductory instructional materials: The RFP awarded contract to same vendor as previous contract; therefore, there was no		

need for introductory or transitional materials. **Reduce Maximum Liability \$175,195.87**

- b) Not Tested Document: originally intended to track absentee students. The vendor was able to include this information in the answer document. **Reduce Maximum Liability: \$215,000.00.**
- c) Printing and shipping of paper reports to the schools and school systems. **Reduce Maximum Liability: \$1,792,658.00**

Addition of the following items:

- 2. Kindergarten and 1st grade: Assessments for these grade levels were included in the RFP and contract. The contract payment methodology shows "Catalog less 15%" and the actual costs for these deliverables were not included in the maximum liability. This amendment will include costs for these deliverables for the life of the contract. **Increase Liability: \$3,742,095.83.**
- 3. Return Testing Coordinator's Manual to the pricing structure: The Testing Coordinator's Manual was in the original RFP and Contract; it was inadvertently left off of Amendment #1. TDOE has negotiated a per unit price reduction from the original average cost of \$25.78 per manual to a cost of \$16.24 due to the increase in quantities needed. **Increase Liability: \$775,378.80.**
- 4. Include Practice Test Teacher Directions and Large Print Practice Tests for grade 2 and Large Print Practice Tests for grades 3-8. Federal Law requires that assessment materials provided for regular education students be available to all students. Large Print Practice tests are listed as part of the deliverables in Attachment E and are mentioned in the scope of services. The line items were inadvertently left off of the original cost proposal and contract. The vendor did not bid on these in the RFP, costs were negotiated with the vendor and are lower than the Large Print test books. **Increase Liability: \$662,631.18.**
- 5. Include Clarity downloads for contract years 2-5. Clarity is a test data analysis product produced by CTB and utilized in 98% of Tennessee schools. Amendment #1 included cost for contract year one only. Cost is same as established in year 1. **Increase Liability: \$48,000.**
- 6. Include Braille Audio Tape Development in year three. Cost is same as established in Amendment #1. The contract provides for new Braille test book development every two years. New Braille test books in contract year three will require matching audio tapes. **Increase Liability: \$254,000.**
- 7. Modification of quantities on existing deliverables: Primarily quantities will be increased; the RFP was written based upon Tennessee population expectations in 2001-2002, we have experience larger population growth than anticipated. In addition, report quantities were projected based on the Norm Referenced reports received by TDOE in the prior contract. With the transition to Criterion Referenced testing, TDOE has worked with the vendor to develop better diagnostic reports for the system and school levels which has increased the quantities of reports over the number projected in the original RFP. Additionally, there are some line items where reductions will be made; these reductions are the result of over projecting usage expectations in the RFP. **Increase Liability: \$2,886,360.00.**
- 8. Provide programming and an equating study for utilizing a separate scannable 3rd grade answer document, **Increase Liability: \$87,131**
- 9. Provide programming for the development of a secure, web-based, online review of student demographic data prior to scoring and reporting. **Increase Liability: \$153,105.00**
- 10. Provide online reporting for all school, system and state level reports. **Increase Liability: \$1,552,422**
- 11. Clarification and Updates of the following clauses – **No change to the Maximum Liability of the contract.**
 - (a) Section E.2: update vendor contact information
 - (b) Attachment A.4.g.1: clarify vendor responsibilities for costs of meetings
 - (c) Attachment A.4.j: clarify test specifications to include test items
 - (d) Attachment A.6: modify to include the scannable 3rd grade answer document
 - (e) Attachment A.7: clarify test specifications to include test items
 - (f) Attachment A.7.3: addition of student demographic verification
 - (g) Attachment E: include addition of 3rd grade scannable answer document, test items in the test specifications, and changes to reports to exclude printing and include online and cd.
 - (h) Attachment K: addition of specifications for the online demographic review of student data

15) Explanation of Need for the Proposed Amendment :

1. Addition of Kindergarten-1st grade costs to maximum liability. This amendment will provide funding for these deliverables over the life of the contract. The original costs are based upon Catalog price less 15% as indicated in the vendor response to the RFP. The funding was left out of the original contract and amendment 1 maximum liability calculations even though they are listed as deliverables.
2. Additional items 3 through 6 are deliverables established in the scope of services and Attachment E. These materials are all needed as indicated in the scope of services. Item a. was provided for in the original contract, but inadvertently removed from Amendment 1. Item b. was included in the description of deliverables, Attachment E, but was left off of the cost proposal. Item c. was established in amendment 1 for the first year of the contract only, this amendment will extend these deliverables over the life of the contract.
 - a. Item 3 provides information to test administrators for proper handling of test materials; the Test Coordinator Manual was in the original contract and was inadvertently left off of the payment methodology for Amendment #1. TDOE has negotiated a price reduction for this item due to increased quantities.
 - b. Item 4 provides for practice materials for students with low vision as required by Federal Law. TDOE has negotiated the price of these items based upon the price of Large Print test books, the practice tests are at a reduced rate from the operational test.
 - c. Items 5 and 6 were added in Amendment #1 for year one, however the subsequent years were inadvertently left off of Amendment #1. Costs for these items will be the same as established in amendment 1.
3. Quantities established in the original cost proposal were determined based upon existing populations in 2001-2002. Numbers of students have increased at a higher rate than expected at that time. Report quantities were projected in the original RFP using the number of schools and systems. The payment methodology (C.3) reflects a per report rate, TDOE receives copies of reports at both the school and system level, each report is produced for each grade level, and the deliverable descriptions often cover more than one report. This amendment will increase report quantities to appropriately reflect reports available to TDOE.
4. Addition of 3rd grade scannable answer document allows systems to electronically precode student demographic information. Systems have been precoding the 4-8 answer documents and found that the demographic data is cleaner with fewer errors. This data is used to meet federal reporting requirements.
5. Addition of online products:
 - d. Demographic review of student data will allow schools and systems to review the student demographic information prior to scoring and reporting of the data. This will provide cleaner data for reporting to USDOE and ensure that all demographic data is accurate. .
 - e. Online reporting will allow teachers, schools, and systems access to their assessment information in a quicker, easier format for review and use in reporting and planning. Assessment data is used in school improvement plans, classroom planning, as well as the reporting required by USDOE.
6. Remaining changes are being made for clarifications in preparation for the end of the contract. The Department owns all test items developed during the length of this contract, we are adding the term "test item" to deliverables that should include the actual item but do not currently specify the test item.

16) Name & Address of Contractor's Current Principal Owner(s) :
(not required if proposed contractor is a state education institution)

CTB/McGraw-Hill; 20 Ryan Ranch Road, Monterey, CA 93940-5703

17) Documentation of Office for Information Resources Endorsement :
(required only if the subject service involves information technology)

select one:



Documentation Not Applicable to this Request



Documentation Attached to this Request

18) Documentation of Department of Personnel Endorsement :
(required only if the subject service involves training for state employees)

select one:



Documentation Not Applicable to this Request



Documentation Attached to this Request

19) Documentation of State Architect Endorsement :

select one:



Documentation Not Applicable to this Request



Documentation Attached to this Request

20) Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives :

Costs for deliverables were established through the cost proposal within the RFP with the exception of the Large Print Practice tests and Clarity downloads. The Clarity download cost was established in amendment #1. The costs for the Large Print Practice tests were negotiated with the vendor and are lower than the cost of the Large Print tests which was established in the RFP. The Practice tests are custom products utilizing Tennessee Content Standards to provide items which align to Tennessee curriculum and closely represent the type of item and test format provided by the TCAP Achievement assessment. TDOE negotiated fair and reasonable prices for these items which are a natural extension of existing products delivered by this vendor.

The Department negotiated with the vendor to provide the new online services and 3rd grade study for the charge associated with the discontinued printed reports. The Department did not price these items outside the current contract.

21) Justification for the Proposed Non-Competitive Amendment :

The materials requested in this amendment are necessary to meet the requirements for testing students in Tennessee utilizing the Tennessee Comprehensive Assessment Program (TCAP) Achievement test. TDOE provides the tests for Kindergarten through 2nd grade for system use, systems are invoiced a nominal fee that covers all materials, processing, and reporting for these tests. In addition, the K-2 tests are currently being used to meet requirements for testing students with disabilities as the TCAP-ALT off grade level assessment. Systems are not charged a fee when ordering these materials for ALT testing.

Tennessee Code Annotated provides the following laws that require the administration of the TCAP Achievement test in grades 3-8:

- 49-1-601. Performance goals for school districts.
- 49-1-602. Notice or probation for schools or school systems
- 49-1-603. Value added assessment system.
- 49-1-605. Annual estimates of school district effects on student progress in grades three through eight (3-8).
- 49-1-606. Annual estimates of teacher effects on student progress in grades three through eight (3-8).
- 49-1-612. Alternative assessment for students with disabilities.

In addition, the No Child Left Behind Act requires testing by states in grades 3-8.

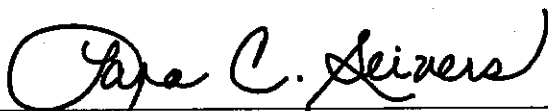
The Individuals with Disabilities Education Improvement Act (IDEIA) stipulates that students with disabilities be assessed with tests that meet the same standards as students in regular education. All materials provided for regular students must be provided for students with disabilities, this includes practice tests, item samplers, and other ancillary materials. Materials must be provided in both Braille and Large Print.

Advances in technology provide for constant improvements in data generation, review, and reporting. USDOE is able to compare the data submitted by the State regarding student demographics and enrollment against the data submitted regarding assessment. It is imperative that these two data sets match. Providing systems with a way to review, modify and verify the student demographic information that is being reported on assessments will aid in this endeavor. Much of the student demographic information reported on the assessment is coded by the students, leaving a very large gap for error.

Likewise, providing schools and systems with the ability to receive their reports electronically is both environmentally efficient and also provides them with better access to the reports. Local Education Agencies and Districts use the information provided in the printed reports for their School Improvement plans, Southern Association of Schools and Colleges (SACS) evaluations, student placement, teacher work load and other reporting purposes. Making the reports available electronically allows them easier access to the specific information they need in a more time efficient manner.

REQUESTING AGENCY HEAD SIGNATURE & DATE :

(must be signed & dated by the ACTUAL procuring agency head as detailed on the Signature Certification on file with OCR— signature by an authorized signatory will be accepted only in documented exigent circumstances)



Agency Head Signature

Date

RFS #		Contract #	
331.11-009-03		FA-04-15781-03	
State Agency		State Agency Division	
Department of Education		Office of Assessment and Evaluation	
Contractor Name		Contractor ID # (FEIN or SSN)	
CTB/McGraw Hill, LLC		C- or <input checked="" type="checkbox"/> V- 131026995-45	
Service Description			
Development of Tennessee Comprehensive Assessment Program Achievement Test (TCAP)			
Contract BEGIN Date	Contract END Date	Subrecipient or Vendor?	CFDA #
May 1, 2003	November 15, 2008	Vendor	Various
Mark, if Statement is TRUE			
<input checked="" type="checkbox"/> Contractor is on STARS as required		<input type="checkbox"/> Contractor's Form W-9 is on file in Accounts as required	
Allotment Code	Cost Center	Object Code	Fund
Var	Var	083	25
		Funding Grant Code	Funding Subgrant Code
		Var	Var
FY	State	Federal	TOTAL Contract Amount
2003	\$ 182,552.08	\$ -	\$ 182,552.08
2004	\$ 6,700,671.39	\$ -	\$ 6,700,671.39
2005	\$ 5,010,779.32	\$ 2,573,300.00	\$ 7,584,079.32
2006	\$ 6,103,947.96	\$ 151,498.32	\$ 6,255,446.28
2007	\$ 6,481,932.68	\$ 3,766,721.56	\$ 10,248,654.24
2008	\$ 6,651,767.10	\$ 1,000,000.00	\$ 7,651,767.10
2009	\$ 1,541,443.00	\$ 1,125,736.52	\$ 2,667,179.52
TOTAL:	\$ 32,673,093.53	\$ 8,617,256.40	\$ 41,290,349.93
— COMPLETE FOR AMENDMENTS ONLY —		State Agency Fiscal Contact & Telephone #	
FY	Base Contract & Prior Amendments	THIS Amendment ONLY	John Sharp 532-1658
03/04	\$ 8,291,927.65	\$ -	State Agency Budget Officer Approval
05	\$ 6,175,375.14	\$ -	
06	\$ 6,255,446.28		
07	\$ 6,024,702.47	\$ 4,223,951.77	Funding Certification (certification, required by T.C.A., § 9-4-5113, that there is a balance in the appropriation from which the obligated expenditure is required to be paid that is not otherwise encumbered to pay obligations previously incurred)
08	\$ 6,415,943.36	\$ 1,235,823.74	
09	\$ 148,685.00	\$ 2,518,494.42	
TOTAL:	\$ 33,312,079.90	\$ 7,978,269.93	
End Date			
Contractor Ownership			
<input type="checkbox"/> African American	<input type="checkbox"/> Disabled	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Small Business
<input type="checkbox"/> Asian	<input type="checkbox"/> Female	<input type="checkbox"/> Native American	<input type="checkbox"/> NOT minority/disadvantaged
Contractor Selection Method			
<input type="checkbox"/> RFP	<input type="checkbox"/> Competitive Negotiation	<input type="checkbox"/> Alternative Procurement Method	
<input type="checkbox"/> Non-Competitive Negotiation	<input type="checkbox"/> Government	<input type="checkbox"/> Other	
Procurement Process Summary			

CONTRACT SUMMARY SHEET SUPPLEMENTAL SCHEDULE

Contract Number		FA-04-15781-03					
Fiscal Year		2003					
Allotment Code	Cost Center	Object Code	Fund	Grant Code	Subgrant Code	CFDA #	Amount
331.11	733	083	25	TK3	AAX		\$182,552.08
Fiscal Year	2004						
331.11	733	083	25	TK4	AAX		\$6,700,671.39
Fiscal Year	2005						
331.11	733	083	25	TK5	AAX		\$5,010,779.32
331.03	475	083	25	CN5	AAX		\$2,573,300.00
Fiscal Year	2006						
331.11	733	083	25	TK6	AAX		\$6,103,947.96
331.03	475	083	25	CN6	AAX		\$151,498.32
Fiscal Year	2007						
331.11	733	083	25	TK7	AAX		\$6,481,932.68
331.03	475	083	25	CN7	AAX		\$3,766,721.56
Fiscal Year	2008						
331.11	733	083	25	TK8	AAX		\$6,651,767.10
331.03	475	083	25	CN7	AAX		\$1,000,000.00
Fiscal Year	2009						
331.11	733	083	25	TK8	AAX		\$1,541,443.00
331.03	475	083	25	CN7	AAX		\$1,125,736.52
						\$41,290,349 93	

Deliverable	5/1/03- 6/30/03	7/1/03- 6/30/04	7/1/04- 6/30/05	7/1/05- 6/30/06	7/1/06- 6/30/07	7/1/07 - 6/30/08	7/1/08- 11/15/08
Technical Development and Test Administration	5/1/03- 6/30/03	7/1/03- 6/30/04	7/1/04- 6/30/05	7/1/05- 6/30/06	7/1/06- 6/30/07	7/1/07 - 6/30/08	7/1/08- 11/15/08
Annual Work Schedule	\$ 64,414.44	\$ 62,717.72	\$ 67,382.96	\$ 57,422.95	\$ 58,031.47		
Materials (attachment E: Product Specifications)	Cost per Unit						
	5/1/03- 6/30/03	7/1/03- 6/30/04	7/1/04- 6/30/05	7/1/05- 6/30/06	7/1/06- 6/30/07	7/1/07 - 6/30/08	7/1/08- 11/15/08
TCAP On-Line Item Sampler		Per Grade \$ 1,498.57		Per Grade \$ 1,611.00		Per Grade \$ 1,607.94	
Understanding TCAP Test (Practice Test) Grade 3-8		Per pamphlet \$ 0.20	Per pamphlet \$ 0.20	Per pamphlet \$ 0.20	Per pamphlet \$ 0.20	Per pamphlet \$ 0.20	
Understanding TCAP Test Large Print Version (Practice Test) Grade 3-8		Per pamphlet \$ 160.00	Per pamphlet \$ 160.00	Per pamphlet \$ 160.00	Per pamphlet \$ 160.00	Per pamphlet \$ 160.00	
Understanding TCAP Test Braille Version (Practice Test) Grade 3-8		Per pamphlet \$ 599.00	Per pamphlet \$ 599.00	Per pamphlet \$ 599.00	Per pamphlet \$ 599.00	Per pamphlet \$ 599.00	
Understanding TCAP Test Reports (GTI)		Per pamphlet \$ 0.15	Per pamphlet \$ 0.15	Per pamphlet \$ 0.15	Per pamphlet \$ 0.15	Per pamphlet \$ 0.15	
Shelf Practice Test Grade 2		Per pamphlet \$ 0.20	Per pamphlet \$ 0.20	Per pamphlet \$ 0.20	Per pamphlet \$ 0.20	Per pamphlet \$ 0.20	
Shelf Practice Test Directions Grade 2		Per pamphlet \$3.83	Per pamphlet \$4.25	Per pamphlet \$4.25	Per pamphlet \$2.00	Per pamphlet \$2.00	
Shelf Practice Test Large Print Version Grade 2		Per pamphlet \$9.35	Per pamphlet \$9.35	Per pamphlet \$9.35	Per pamphlet \$9.35	Per pamphlet \$9.35	
Shelf Test Administration Manual Grade 2 (Tchr Dir)		Per manual \$ 2.28	Per manual \$ 1.99	Per manual \$ 2.00	Per manual \$ 2.00	Per manual \$ 2.00	

Deliverable	5/1/03- 6/30/03	7/1/03- 6/30/04	7/1/04- 6/30/05	7/1/05- 6/30/06	7/1/06- 6/30/07	7/1/07 - 6/30/08	7/1/08- 11/15/08
Test Administration Manual Grade 3 (Tchr Dir)		Per manual \$ 2.09	Per manual \$ 1.91	Per manual \$ 2.01	Per manual \$ 2.12	Per manual \$ 2.12	
Test Administration Manual Grades 4-8 (Tchr Dir)		Per manual \$ 1.82	Per manual \$ 1.17	Per manual \$ 1.19	Per manual \$ 1.21	Per manual \$ 1.21	
Testing Coordinators Manual		Per manual \$ 16.24	Per manual \$ 16.24	Per manual \$ 16.24	Per manual \$ 16.24	Per manual \$ 16.24	
Grade 2 Test Booklet		Per booklet \$ 2.71	Per booklet \$ 2.37	Per booklet \$ 2.37	Per booklet \$ 2.37	Per booklet \$ 2.39	
Grade 3 Test Booklet		Per booklet \$ 10.71	Per booklet \$ 8.86	Per booklet \$ 8.86	Per booklet \$ 8.89	Per booklet \$ 8.90	
Grade 4-8 Test		Per test \$ 6.88	Per test \$ 4.12	Per test \$ 4.12	Per test \$ 4.13	Per test \$ 4.13	
Grade 4-8 Cut Sheet Answer Document		Per document \$ 0.23	Per document \$ 0.23	Per document \$ 0.23	Per document \$ 0.23	Per document \$ 0.23	
Grade 4-8 Continuous Form Answer Document		Per document \$ 0.58	Per document \$ 0.50	Per document \$ 0.50	Per document \$ 0.50	Per document \$ 0.50	
Braille Test and Answer Document Grade 2		Per test & document Not available	Per test & document Not available	Per test & document Not available	Per test & document Not available	Per test & document Not available	
Braille Test and Answer Document Grade 3-8		Per test & document \$ 992.78	Per test & document \$ 868.45	Per test & document \$ 866.24	Per test & document \$ 868.98	Per test & document \$ 868.98	
Large Print Test and Answer Documents Grade 2		Per test & document \$ 41.99	Per test & document \$ 36.71	Per test & document \$ 36.71	Per test & document \$ 36.76	Per test & document \$ 36.76	

Deliverable	5/1/03- 6/30/03	7/1/03- 6/30/04	7/1/04- 6/30/05	7/1/05- 6/30/06	7/1/06- 6/30/07	7/1/07 - 6/30/08	7/1/08- 11/15/08
Large Print Test and Answer Documents Grades 3-8		Per test & document \$ 186.14	Per test & document \$ 160.00	Per test & document \$ 160.36	Per test & document \$ 160.48	Per test & document \$ 160.48	
Braille Audiotape development fro Grades 3-8		Developme nt Cost for 1 test version \$254,000.00			Developme nt Cost for 1 test version \$254,000.00		
Audio tape for Braille and Regular Print Versions Grade 3-8		Per test & document \$ 28.68	Per test & document \$ 25.04	Per test & document \$ 25.08	Per test & document \$ 25.10	Per test & document \$ 25.10	
Not Tested Document (Absentee Form)		Per document \$ 0.55					
Technical Report			Per report \$ 12,477.34	Per report \$ 13,124.26	Per report \$ 13,790.19	Per report \$ 13,790.19	Per report \$ 379.09
Report for Equating Procedures and Results			Per report \$ 16,381.46	Per report \$ 17,230.80	Per report \$ 18,105.10	Per report \$ 18,105.10	Per report \$ 696.29
Teacher Header		Per form \$ 0.75	Per form \$ 0.69	Per form \$ 0.72	Per form \$ 0.76	Per form \$ 0.76	
School Listings		Per form \$ 0.12	Per form \$ 0.13	Per form \$ 0.13	Per form \$ 0.13	Per form \$ 0.13	
Programming (Attachment A: Scope of Services)	Cost Per Deliverable						
Score Verification Data (Sec.A.8)		\$ 77,780.97	\$ 69,791.86	\$ 69,833.27	\$ 70,463.54	\$ 69,700.44	
Reliability Assurances (Sec.A.8)		\$ 148,653.54	\$ 129,120.25	\$ 129,196.87	\$ 130,362.92	\$ 128,951.12	

Deliverable	5/1/03- 6/30/03	7/1/03- 6/30/04	7/1/04- 6/30/05	7/1/05- 6/30/06	7/1/06- 6/30/07	7/1/07 - 6/30/08	7/1/08- 11/15/08
Software Programming (Sec.A.10)		\$ 234,480.16	\$ 245,594.42	\$ 245,740.15	\$ 247,958.06	\$ 245,272.73	
Data File for Production (Sec. A.10)		\$ 106,668.48	\$ 111,674.48	\$ 111,740.75	\$ 112,749.26	\$ 111,528.21	
Test Scoring Keys (Sec. A.10)		\$ 61,496.47	\$ 52,296.04	\$ 52,327.07	\$ 52,799.34	\$ 52,227.54	
Calibration sample data (Sec. A.10.q)		\$ 102,491.25	\$ 132,897.16	\$ 106,552.04	\$ 115,643.22	\$ 106,349.37	
Programming and equating 3 rd grade answer document						\$87,131	
Reporting (Attachment E: Product Specifications)	Cost Per Deliverable						
Shelf Student Level Reports Grade 2		Per report \$ 0.15	Per report \$ 0.15	Per report \$ 0.15	Per report \$ 0.15	Per report \$ 0.15	
School list of Student scores Grade 3-8		Per report \$ 21.76	Per report \$ 16.46	Per report \$ 16.98	Per report \$ 17.67	Per report \$ 18.04	
Individual Report Grade 3-8		Per report \$ 0.15	Per report \$ 0.14	Per report \$ 0.14	Per report \$ 0.14	Per report \$ 0.14	
Report - Score Labels Grade 3-8		Per label \$ 0.09	Per label \$ 0.08	Per label \$ 0.08	Per label \$ 0.08	Per label \$ 0.08	
Shelf System/State Summary Reports Grade 2			Per report \$ 10.68	Per report \$ 10.68	Per report \$ 10.68	Per report \$ 10.68	Per report \$ 10.68
State Report of Scores Grade 3-8			Per report \$ 21,319.07	Per report \$ 22,110.10	Per report \$ 23,134.31	Per report \$ 23,740.30	Per report \$ 24,639.73

Deliverable	5/1/03- 6/30/03	7/1/03- 6/30/04	7/1/04- 6/30/05	7/1/05- 6/30/06	7/1/06- 6/30/07	7/1/07 - 6/30/08	7/1/08- 11/15/08
State list of system scores Grade 3-8			Per report \$ 21,319.07	Per report \$ 22,110.10	Per report \$ 23,134.31	Per report \$ 23,740.30	Per report \$ 24,639.73
System list of school scores Grade 3-8			Per report \$ 15.09	Per report \$ 15.59	Per report \$ 16.24	Per report \$ 16.60	Per report \$ 17.16
State Data File Grade K-2			Per file \$ 3,056.58	Per file \$ 3,058.39	Per file \$ 3,086.00	Per file \$ 3,052.58	Per file \$ 3,052.58
State Data File Grade 3-8			Per file \$ 5,760.67	Per file \$ 5,764.09	Per file \$ 5,816.11	Per file \$ 5,753.12	Per file \$ 5,753.14
System Data File Grade K-2			Per data file \$ 69.39	Per data file \$ 15.28	Per data file \$ 15.29	Per data file \$ 15.43	Per data file \$ 15.26
System Data File Grade 3-8			Per data file \$ 92.99	Per data file \$ 40.63	Per data file \$ 40.66	Per data file \$ 41.03	Per data file \$ 40.58
Aggregated Data File Grade K-2			Per report \$ 13,878.46	Per report \$ 3,056.58	Per report \$ 3,058.39	Per report \$ 3,086.00	Per report \$ 3,052.58
Aggregated Data File Grade 3-8			Per report \$ 16,397.99	Per report \$ 5,763.53	Per report \$ 5,766.95	Per report \$ 5,819.00	Per report \$ 5,755.98
Clarity CRT data downloads for all systems			Total Cost \$ 12,000.00	Total Cost \$ 12,000.00	Total Cost \$ 12,000.00	Total Cost \$ 12,000.00	Total Cost \$ 12,000.00
System Report of School Participation Rates Grade 3-8			Per report \$ 5.37	Per report \$ 5.37	Per report \$ 5.42	Per report \$ 5.36	Per report \$ 5.36
State Report of System Participation Rates Grade 3-8			Per report \$ 16.41	Per report \$ 16.42	Per report \$ 16.57	Per report \$ 16.39	Per report \$ 16.39
School Demographic Report of Scores Grade 3-8			Per report \$ 5.18	Per report \$ 5.19	Per report \$ 5.23	Per report \$ 5.18	Per report \$ 5.18

Deliverable	5/1/03- 6/30/03	7/1/03- 6/30/04	7/1/04- 6/30/05	7/1/05- 6/30/06	7/1/06- 6/30/07	7/1/07 - 6/30/08	7/1/08- 11/15/08
System Demographic Report of Scores Grade 3-8			Per report \$ 16.99	Per report \$ 17.00	Per report \$ 17.15	Per report \$ 16.96	Per report \$ 16.96
State Demographic Report of Scores Grade 3-8			Per report \$ 8,040.70	Per report \$ 8,045.01	Per report \$ 8,117.62	Per report \$ 8,029.71	Per report \$ 8,029.73
Online Demographic Record Verification						Per Yr \$88,552	Per Yr \$64,553
Online Reporting						Per Yr \$849,301	Per Yr \$703,121

The following optional items are provided to the State at the Contractor's published list price less 15%.

Deliverable	5/1/03- 6/30/03	7/1/03- 6/30/04	7/1/04- 6/30/05	7/1/05- 6/30/06	7/1/06- 6/30/07	7/1/07 - 6/30/08	7/1/08- 11/15/0 8
Practice Test Directions, Grade K		\$3.83	\$4.25	\$4.25	\$4.68	\$5.01	
Practice Test Directions, Grade 1		\$3.83	\$4.25	\$4.25	\$4.68	\$5.01	
Understanding TCAP Test (Practice Test) Grade K		\$0.63	\$0.68	\$0.68	\$0.75	\$0.80	
Understanding TCAP Test (Practice Test) Grade 1		\$0.63	\$0.68	\$0.68	\$0.75	\$0.80	
Shelf Test Administration Manual Grade K (Tchr Dir)		\$16.15	\$17.00	\$17.00	\$18.70	\$20.09	
Shelf Test Administration Manual Grade 1 (Tchr Dir)		\$16.15	\$17.00	\$17.00	\$18.70	\$20.09	
Grade K Test Booklet		\$5.07	\$5.37	\$5.37	\$5.92	\$6.33	
Grade 1 Test Booklet		\$5.20	\$5.51	\$5.51	\$6.09	\$6.52	

Deliverable	5/1/03- 6/30/03	7/1/03- 6/30/04	7/1/04- 6/30/05	7/1/05- 6/30/06	7/1/06- 6/30/07	7/1/07 - 6/30/08	7/1/08- 11/15/08
Large Print Practice Test, Grade K		\$9.35	\$9.35	\$9.35	\$9.35	\$9.35	
Large Print Practice Test, Grade 1		\$9.35	\$9.35	\$9.35	\$9.35	\$9.35	
Large Print Test and Answer document, Grade K		\$51.00	\$51.00	\$57.00	\$63.00	\$70.00	
Large Print Test and Answer document, Grade 1		\$27.20	\$27.20	\$27.20	\$30.00	\$30.00	
Grade K Student Level Report		\$3.05	\$3.29	\$3.45	\$3.69	\$3.95	
Grade K Shelf Summary Report		\$5.01	\$5.41	\$5.14	\$5.50	\$5.88	
Grade 1 Student Level Report		\$3.05	\$3.29	\$3.45	\$3.69	\$3.95	
Grade 1 Shelf Summary Report		\$5.01	\$5.41	\$5.14	\$5.50	\$5.88	

The Contractor shall submit monthly invoices, in form and substance acceptable to the State with all of the necessary supporting documentation, prior to any payment. Such invoices shall be submitted for completed units of service or project milestones for the amount stipulated.

3. Delete Section E.2 in its entirety and insert the following in its place.

E.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Contract shall be in writing and shall be made by facsimile transmission, by overnight courier service, or by first class mail, postage prepaid, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

The State:
Mary Reel, Director
Assessment, Evaluation and Research, Department of Education
1252 Foster Avenue

TPS Campus / Hardison Building
Nashville, TN 37243
Telephone Number: (615) 532-3027
Facsimile Number: (615) 532-7860

The Contractor:
Deborah Roberts, Program Manager
CTB/McGraw-Hill
20 Ryan Ranch Road
Monterey, CA 93940
Telephone Number: (831) 393-7304
Facsimile Number: (831) 393-7043 or (888) 282-0526

Legal Notices for the Contractor shall be addressed to:

CTB/McGraw-Hill LLC
20 Ryan Ranch Road
Monterey, California 93940-5703
Attn: Lynda E. Ruth, Director Contract Services

With a copy to: Contractor's Program Manager

All instructions, notices, consents, demands, or other communications shall be considered effectively given as of the day of delivery; as of the date specified for overnight courier service delivery; as of three (3) business days after the date of mailing; or on the day the facsimile transmission is received mechanically by the telefax machine at the receiving location and receipt is verbally confirmed by the sender if prior to 4:30 pm CST. Any communication by facsimile transmission shall also be sent by United States mail on the same date of the facsimile transmission.

4. Delete Attachment A.4.g.1 in its entirety and replace with the following:

A.4.g.1 The Contractor in consultation with the State shall determine the number of meetings needed, expected length of the meeting for item selection and bias reviews, and approximate number of participants needed. All costs, including meeting room and equipment rental, meeting materials, travel and per diem costs of participants will be paid by the Contractor. Reimbursement for participants will be at rates authorized by the State, for travel and per diem. The Contractor will pay teacher honorariums if the Contractor holds meetings when school is not in session. The Contractor will reimburse school systems for substitute teachers, if the Contractor holds meetings during the school year.

5. Delete Attachment A.4.j in its entirety and replace with the following:

A.4.j For Grades 3-8, CRT and NRT item alignment diagrams must contain the following information in a software program format compatible with the State. It should be provided annually to the State prior to the mockup production and programming stages, in order to allow for modifications:

Test Specification (Blue Print):

1. Item reference number
2. Target grade(s)
3. Content area
4. Reporting category and performance indicator
5. State curriculum alignment
6. Norming date – NRT only
7. Item difficulty level (p-value)
8. Administered to Tennessee students (yes/no)
9. If yes, administration year
10. Origination of item
11. The item and any art, graphics, or other associated materials/media

6. Delete the introduction to Attachment A.6 in its entirety and replace with the following:

The Contractor, in consultation with the State, will design, produce, and print the test books and answer documents. The State requires each grade level test (CRT and NRT) for grades 3-8 to be in one combined test booklet as illustrated below. The State shall approve and have the right to modify the design of the test books and answer documents prior to printing for any test administration. Beginning in 2007 the Contractor shall work with the State to develop, pilot, and implement a 3rd grade test booklet with separate scannable answer document. The 2007 administration will pilot the separate answer document in systems to be selected by the State. The Contractor shall provide study results to the State that examines the results of students utilizing the scannable 3rd grade document. Students results shall be aggregated in all school, system, and state summary reports. The Contractor shall plan to use either document or a combination of the two again in 2008 depending upon the study results.

Book Configuration		
Grade	Non-Scannable Documents	Scannable Documents
K-1		<ul style="list-style-type: none"> Contractor will determine
2		<ul style="list-style-type: none"> N test booklet
3		<ul style="list-style-type: none"> N/C test booklet
3	N/C test book	<ul style="list-style-type: none"> N/C answer document
4	N/C test book	<ul style="list-style-type: none"> N/C answer document
5	N/C test book	<ul style="list-style-type: none"> N/C answer document
6	N/C test book	<ul style="list-style-type: none"> N/C answer document
7	N/C test book	<ul style="list-style-type: none"> N/C answer document
8	N/C test book	<ul style="list-style-type: none"> N/C answer document

7. Delete Attachment A.6.d in its entirety and replace with the following:

A.6.d The Contractor is responsible for providing the following item information in a software program acceptable to the State during the "Mockup" production stage (see A.11.d):

Multiple-choice Items

- Test name (source)
- Test level (grade)
- Item sequence number
- Content/Achievement/reporting category
- Item parameter information (difficulty, discriminant, and guessing from IRT)
- Point biserial correlation and p-value (from classical test theory)
- Differential item functioning (by gender and race with IRT and classical test approach)
- Test item and all associated graphics, art, or other materials/media

8. Add the following to Attachment A.7

A.7.e The Contractor shall provide a student demographic verification system via secure website beginning in 2007. The website shall be accessed by school, system, and state personnel. The website shall allow for the review, modification, and verification of student demographic information collected from the scanned answer documents. Systems shall be given the opportunity to make record changes and verify student demographics after answer documents are scanned and before data is reported. See Attachment K for specific details of the project.

9. Delete the Grade 3 Test Booklet from Attachment E, Annual Publications, Test Documents - General Considerations, in its entirety and replace with the following:

Grade 3 Test Booklet and Answer Document

- Customized form of the TCAP/ACH test/answer book (scannable).
- Customized form of the TCAP/ACH test book (nonscannable). A separate scannable answer document is to be included.

10. Delete the Test Specification from Attachment E, Annual Publications in its entirety and replace with the following:

Test Specification (blue print, etc) for grades 3-8

Product ID: Test Specs

1. Item Alignment Diagram

The following information must be in excel format:

- Item reference number
- Target grade
- Content area
- Reporting Category and Performance Indicator
- State curriculum alignment
- Norming date
- Item difficulty level (p-value)
- Administered to Tennessee students (yes/no)
- If yes, administration year
- Origination of item
- Item and any related graphics, art or other materials/media

11. Delete the introduction to Achievement Test Reports in Attachment E, Annual Publications in its entirety and replace with the following:

Achievement Test Reports

Product ID: Posttest

Reports for State, System, School, and Student. Each Summary report should be duplicated for distribution should the information not be available electronically. For the report of system and school scores, report forms should give administrators graphical information to evaluate the overall effectiveness of the educational program which includes: (1) comparison to the national norm group, and (2) comparison within the local program. Report forms should compare the percent of students with the national sample or curriculum standards in each of the three achievement levels so that instructional priorities can be established using this information along with other sources.

Beginning in 2007 the Contract shall provide online Reporting utilizing the Turnleaf program. All printed reports shall be available through Turnleaf. The State shall provide appropriate quantities and specifications for report design. See Attachment L for details related to the Turnleaf program development and implementation plan.

12. Add Attachment K:

13. Add Attachment L:

The other terms and conditions of this CONTRACT not amended hereby shall remain in full force and effect.

IN WITNESS WHEREOF:

CTB/MCGRAW-HILL, LLC:

Sandor Nagy, Chief Operating Officer

Date

DEPARTMENT OF EDUCATION:

Lana C. Seivers, Commissioner

Date

APPROVED:

DEPARTMENT OF FINANCE AND ADMINISTRATION:

M. D. Goetz, Jr., Commissioner

Date

COMPTROLLER OF THE TREASURY:

John G. Morgan, Comptroller of the Treasury

Date

Attachment K

Post-Test Modifications (Record Editing System)

Post-Test Modifications will allow districts to review and make corrections to selected student biographic and data fields during a correction window determined by DOE. Post-Test Modifications has three types of edits; errors, warnings, and informational edits. Error flags indicate inaccuracies in the data that impact district accountability. The goal for each district is to have all errors corrected. Warning flags indicate possible inaccuracies in the data. Districts are strongly encouraged to correct any inaccurate data associated with warning flags because they may impact district accountability (i.e., Annual Measurable Achievement Objectives). Informational edit flags indicate possible inaccuracies in the data and districts are encouraged to correct any inaccurate data associated with informational edit flags.

Districts will have an initial preview period where districts can access the site in read-only mode to get the number and types of errors in their data. They will be instructed to go to CTB's secure website and login to the Post-Test Modifications system in order to view a summary report of errors. This summary report will also be available for download. The districts may also browse student records in order to gather the information required to update the fields in error.

Once the site is open for updates, the Post-Test Modifications system accepts corrections made online via the web site and/or offline by means of a batch download. If corrected online, each field that has been updated correctly will be updated, leaving incorrect data intact. The user is immediately notified if they are trying to update a field with incorrect data.

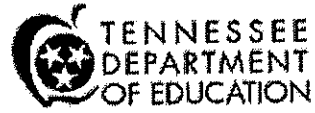
The application also provides a mechanism for the DOE and District Coordinators to monitor the progress of the updates. The DOE is not only able to track the overall progress of updates, but is also able to keep track of individual districts that have logged on and updated records. The DOE can also view the number of records in error by district. Districts can keep track of the number of errors in student records. The districts can view all records or only records based on a specific edit type such as all students with errors or all students with warnings.

Attachment L

Online Reporting System

Tennessee Department of Education Online Reporting System (TNORS)

v1.0 Work Plan



December 6, 2006



**CTB
McGraw-Hill**

CTB/McGraw-Hill
20 Ryan Ranch Road
Monterey, California 93940



**TurnLeaf
McGraw-Hill**

TurnLeaf/McGraw-Hill
7400 S Alton Ct
Englewood, Colorado 80112

Revision History

Version	Author	Notes	Date
v1.0	T. Hamilton	Initial document creation	10/4/06
v1.1	T. Hamilton	Included revision history and updates from author	10/8/06
v1.2	T. Hamilton	Updates and Revisions included from TurnLeaf and CTB teams. Added Jason Sutch as an approver. Included a table of context.	10/9/06
v1.3	T. Hamilton	Final updates	10/10/06

Approval and Sign-Off

Name	Signature	Position	Date
Mary Reel		TN DOE – Exec. Director – Assessment, Evaluation & Research	
Deb Malone		TN DOE – Assoc. Director – Assessment Administration	
Jason Sutch		CTB – Senior Vice President Sales – Southeast Region	
Deborah Roberts		CTB – Program Manager	
Travis Hamilton		TurnLeaf – Chief Technology Officer	
David McNeill		TurnLeaf – Director, Project Management	

Purpose	1
Overview	1
Included Datasets	1
Implementation Timeline & Overview	1
Year 1 (2006-07)	1
Planning	2
Development	2
Stabilize	3
Deploy	3
TerraNova™ Grades K-2 Assessment	4
Year 2 (2007-08) and beyond	4
Solution	4
Goals	4
Functionality	4
Frequently Asked Questions (FAQ)	5
Help	5
Manage Users	5
User Settings	5
Reports Area	5
Downloads Area	5
Tools Area	5
Informational Area	5
Header/Messaging Area	5
Report Details	6
Backer Text/More Information	6
Print Report	6
Report Header/User Control	6
Embargo Notice	6
Usage Reporting	6
Homepage	6
Acceptable Use Policy	6
PDF/Print-On-Demand Reports	6
Secure, Scoped User Access	6
Reports	7
Notes about Reports	7
Support	7
Security	7
Availability	8
Assumptions	8
Constraints	8

Purpose

The purpose of the of this document is to provide the Tennessee Department of Education (TN DOE) with a comprehensive Work Plan for version 1.0 of the Tennessee Online Reporting System (TNORS). By signing off on this document, TN DOE authorizes CTB/McGraw-Hill (CTB) and TurnLeaf/McGraw-Hill (TurnLeaf) to begin customization of the Online Reporting System for development and implementation of the TNORS v1.0.

Overview

The TNORS v1.0 solution will be released in iterative stages throughout the spring of 2007 and will include reporting for the TCAP Achievement Test Grades 3-8 and TerraNova™ Grades K-2. It is understood that TN DOE typically refers to both Grades K-2 and Grades 3-8 testing as the TCAP Achievement Test, but for the purposes of clarity in this document, they have been separated. The following table provides a high level description of the features included in v1.0:

Tennessee Online Reporting System v1.0	
•	Online Reporting for TCAP Achievement Test
•	Online Reporting for TerraNova™ Assessment
•	PDF Report Downloading for TCAP Achievement Test
•	PDF Generation of all online reports
•	Online Report Printing
•	Secure role-based access
•	Pilot System Delivery
•	Training

Included below is a more detailed specification of the solution and implementation timelines. It is our assumption that for Year 1 (2006-07) and Year 2 (2007-08) that our intention is to deliver a solution that closely resembles the current paper-based solution which offers all stakeholders the easiest transition into the online reporting realm.

Included Datasets

The datasets that will be included in the production solution for Year 1 (2006-2007 school year) are:

- 2007 TCAP Achievement Test Grades 3-8
- 2007 TerraNova™ Assessment Grades K-2

For Year 2 (2007-08 school year) the 2008 datasets for both above tests will be included.

Additionally, as a part of the TNORS solution pilot it will be necessary for TurnLeaf to load at least one (1) previous year TCAP Achievement Test and TerraNova™ Assessment dataset. The 2006 dataset for the above tests will be included but TurnLeaf will work with CTB and the Tennessee Department of Education to evaluate the possibilities of including additional back years as a part of this implementation.

Implementation Timeline & Overview

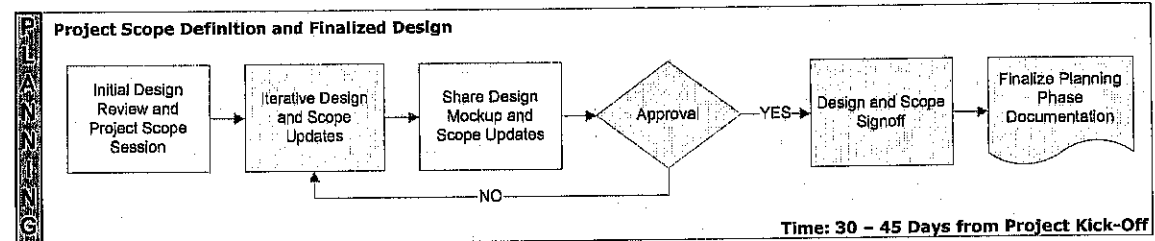
Year 1 (2006-07)

The Year 1 (2006-07) implementation of the TNORS v1.0 will consist of four (4) phases:

- Planning
- Development
- Stabilize
- Deploy

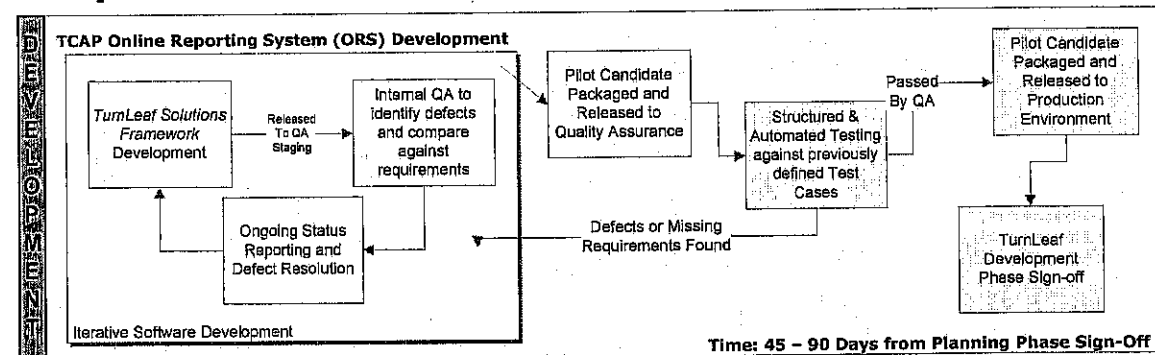
Each phase has a defined purpose and scope and will act as a framework to ensure that your expectations are properly met as this solution is introduced to your stakeholders. The dates listed below are for estimation purposes only. Upon final acceptance a detailed TNORS v1.0 project plan will be finalized and used to communicate dates, timelines and milestones during this project. For purposes of this document, November 1st, 2006 is used as the project inception date.

Planning

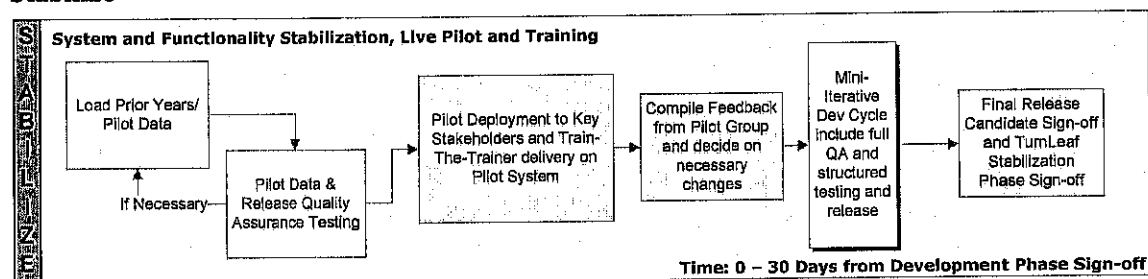


Task	Owner	Due Date
Candidate interface design and project plan construction	TurnLeaf	11/22/06
Design, scope & schedule review session	TN DOE & TurnLeaf	11/27/06
Design, scope & schedule changes (as necessary)	TurnLeaf	12/8/06
Design, scope & schedule signoff	TN DOE	12/15/06
Finalize planning phase documentation and phase complete	TurnLeaf	12/29/06

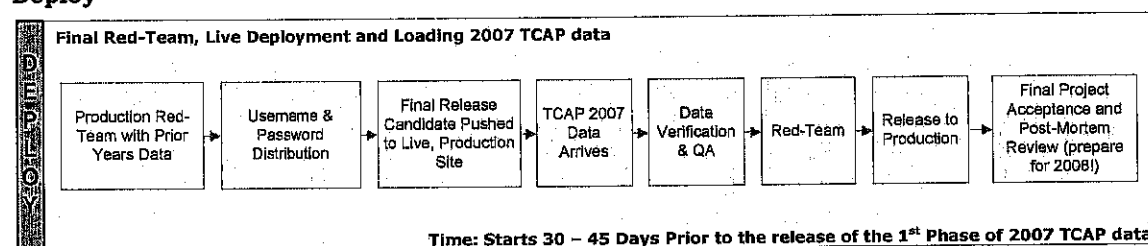
Development



Task	Owner	Due Date
Initial software and reporting development	TurnLeaf	1/2/07
Alpha software candidate released to Quality Assurance	TurnLeaf	2/1/07
Structured & Automated testing on Alpha candidate	TurnLeaf	2/8/07
Pilot software candidate released to Quality Assurance	TurnLeaf	2/20/07
Quality Assurance Signoff	TurnLeaf	3/6/07
Pilot candidate packaged and released to production	TurnLeaf	3/8/07
Phase complete	TurnLeaf	3/10/07

Stabilize

Task	Owner	Due Date
Load Pilot Data	TurnLeaf & CTB	3/13/07
Quality Assurance Signoff on Pilot Data and System	TurnLeaf	3/20/07
Pilot deployment to key stakeholders and training for trainers	TN DOE & TurnLeaf	3/27/07
Any necessary changes to TN ORS v1.0 identified during Pilot deployment ¹ and final software candidate released to Quality Assurance	TurnLeaf	4/7/07
Quality Assurance Signoff on final candidate	TurnLeaf	4/10/07
Final candidate released to Red-Team	TurnLeaf	4/12/07
Phase complete	TurnLeaf	4/14/07

Deploy

Task	Owner	Due Date
Production Red-Team with prior year's data	TN DOE, CTB & TurnLeaf	4/17/07
Production Red-Team signoff	TN DOE	4/19/07
Username & Password Distribution	TurnLeaf & CTB	4/24/07
TN ORS v1.0 released to production	TurnLeaf	5/1/07
Phase I data arrives ²	CTB	5/9/07
Phase I data loaded	TurnLeaf	5/14/07
Phase I data Quality Assurance signoff	TurnLeaf	5/16/07
Phase I Red-Team	TN DOE, CTB & TurnLeaf	5/17/07
Phase I released to production	TurnLeaf	5/18/07
Phase II data arrives	CTB	6/1/07
Phase II data loaded	TurnLeaf	6/7/07
Phase II data Quality Assurance signoff	TurnLeaf	6/11/07
Phase II Red-Team	TN DOE, CTB & TurnLeaf	6/12/07
Phase II released to production	TurnLeaf	6/13/07
TN ORS v1.0 final signoff and acceptance	TN DOE	6/22/07
Year 1 (2006-07) post-mortem and review	TN DOE, CTB & TurnLeaf	7/07

¹ This will include only the correction of identified software defects, misspellings, etc.

² It is understood that the GRT data will arrive in "waves". This date is a place holder and TurnLeaf will work with TN DOE and CTB to ensure that this data is placed into the TNORS in a timely fashion and as soon as possible.

It is understood that various gates exist with the TN DOE, CTB and TCAP Achievement Test that must be honored. The above schedule may not fully incorporate these gates and checks that are currently in place, but TurnLeaf will be working closely with TN DOE and CTB to better understand these checks, so they can be included within the finalized and agreed upon project plan. Again, the due dates listed above are for general scheduling purposes. As a part of the Planning Phase a finalized and agreed upon schedule will be constructed.

TerraNova™ Grades K-2 Assessment

The above schedule is reflective of the work required for the release of the TNORS v1.0 and its relationship to the TCAP Achievement Test. As a part of the TNORS v1.0, TerraNova™ K-2 reports will be made available as well. The customization of the TerraNova™ online reports for inclusion will occur during the above Planning, Development and Stabilization phases. The release of the TerraNova K-2 reports will occur on a schedule commensurate with the typical print report release. As a part of the scope and design finalization, an agreed up project plan will be created that includes the release of these reports.

Year 2 (2007-08) and beyond

In the following years a similar, but abbreviated implementation schedule will be followed. Typically, in Year 2 the first three phases can be measurably condensed and will generally take place within a window of about 45 days prior to the release of data. TurnLeaf will provide a detailed project plan for each year that will be agreed upon between TN DOE, CTB and TurnLeaf in the early part of the school year.

It is assumed (please be sure to see the Assumptions section below) that during both Year 1 and Year 2 of this program, that only defects to the TNORS v1.0 will be addressed as they arise. Requested changes to the functionality, or functionality/reports that are not agreed to during the planning phase for Year 1 will need to be handled via a change order. TurnLeaf and CTB will work with TN DOE in a good-faith manner to ensure that all requests are prioritized and handled effectively as possible, while limiting time and resource requirement from all parties. It is of utmost importance for TN DOE to communicate to TurnLeaf and CTB any requests in a timely manner so any changes can be properly scoped, developed and tested and not affect the reporting window or TNORS system functionality.

Solution

The purpose of the TN ORS v1.0 is to provide TN DOE and its stakeholders an online reporting and report delivery system. The intention, in the initial program years, is to create a smooth and efficient transition from paper reporting to online reporting and electronic report delivery.

Goals

During the first two years of this program, the goals are:

- Deliver a fully functioning Online Reporting System (ORS) to the Red-Team and Production environments for review and approval by the Tennessee Department of Education (TN DOE).
- To provide online reporting and online report delivery in a timely and accurate manner to all stakeholders.
- Provide users with an ORS that closely resembles their existing paper reports to simplify the initial transition from paper-based to online reporting.
- Create a solution that can be leveraged by TN DOE in the long term to better inform accountability and instruction as the needs of stakeholders change.

Functionality

This section will describe the basic functionality that will be included within the TNORS v1.0. A more detailed discussion of the exact reports included is in the following section.

Frequently Asked Questions (FAQ)

A FAQ section is provided that can be used to answer any basic questions that may need to be addressed as a part of the TNORS v1.0.

Help

An online help section will provide users with searchable help that can be used to answer most usability and technology questions. The help system will additionally include tutorials and answers to basic questions.

Manage Users

The "Manage Users" section will allow administrative users the ability to manage all user accounts within their authoritative domain. Administrative users have the ability to manage all descendant accounts with the hierarchy (i.e. a district administrator can manage district user accounts and both school administrative and user accounts). The only exception to this rule is the state administrator role. State administrators can manage all accounts (even other state administrative accounts) within the system. Manage users also includes the ability to create username and password sheets that can be distributed to TNORS users.

User Settings

The user settings functionality is for individual users to manage their own account. From this interface users can change their password, update their email address and set the answer to their security/reminder question.

Reports Area

This section will include the available selection of reports that a user will have access to within the TNORS v1.0. A more detailed description of the reports is included below.

Downloads Area

The downloads section will include all data files that are accessible for download by a particular user. GRT downloads will be available within the TNORS v1.0 to state and system level users. GRT downloads will not be available for school users. The feasibility of including the Clarity downloads within this section is unknown at this time. TurnLeaf and CTB are currently exploring this possibility and will make every effort to include the Clarity downloads within the TNORS v1.0.

Tools Area

The tools area provided within the TNORS v1.0 can provide users with access and links to additional materials such as training and interpretive guides. During the finalization of scope and design, TurnLeaf and CTB will work with TN DOE to identify any electronic materials that should be made available through the TNORS v1.0.

Informational Area

At the bottom of the TNORS v1.0 an informational area exists that will display appropriate copyright, contractual and informational items. Legally, TurnLeaf must include copyright details, terms of use policy, online privacy policy and applicable Children's Online Privacy Protection Act (COPPA) information. Additionally, customer support phone numbers, email address and TurnLeaf's "Powered By" logo will be included.

Header/Messaging Area

At the top of the TNORS v1.0 a header and messaging area will be utilized to display messaging information. This area will include a small CTB/McGraw-Hill text and "The McGraw-Hill Companies" image in the upper left and right corners respectively. Additionally, this area will include a "logged in as" notice that will indicate the name of user logged into the TNORS v1.0. This area will include the appropriate TN DOE logo along with any messaging and naming that is required.

Report Details

Along the bottom of the menus, on the left side of the TNORS v1.0 will be a Report Details section. The report details section is used to include informational material about the reports which could include items such as scale score ranges, privacy notices, report legends, etc. The report details section is configurable for each report and will be defined during the planning stages.

Backer Text/More Information

A "more info" button or hyperlink will be included with each report and will contain the traditional backer text that would normally appear on the back of a printed report. Backer text is customizable per report and will be collected through CTB/McGraw-Hill.

Print Report

Each online report, as it is viewed on the screen, will be capable of rendering in a PDF format through the "Print Report" button or hyperlink.

Report Header/User Control

Each online report will include a user control that will enable users to navigate through the available options for the report based on the report and their level of access to the system. Options within the user control will vary by report, but the control will use "sticky" filters and maintain the prior selections while navigating through the reports where practical.

Embargo Notice

Based on feedback we have received, it may be necessary to include an embargo notice on reports based on what data has been officially released by the TN DOE. It is our assumption that we will need to include this embargo notice and that we will need to easily and quickly be able to remove it from the reports, once the information has been released. The details of the embargo notice will be further finalized during the planning stages and incorporated into the design of the TNORS v1.0

Usage Reporting

Based on feedback we have received, it may be necessary to include some type of usage reporting within the TNORS v1.0. It is our assumption that some type of basic usage reporting will be included, but the final interface will be agreed upon during the planning stages. We assume that basic usage reporting will allow administrators the ability to see when, if ever a user last logged into the TNORS v1.0. It is unknown at this time, whether a more advanced interface for this is needed or if it is technically feasible.

Homepage

The TNORS v1.0 will include a homepage that will be finalized during the planning stage. This homepage typically includes informational messages from TN DOE or TurnLeaf.

Acceptable Use Policy

The ability to have users agree to an acceptable use policy designed by TN DOE can be included within the system. This Online Usage Agreement can be reset periodically and is typically used to educate ORS users on their responsibility for securely managing data and reporting.

PDF/Print-On-Demand Reports

Numerous PDF reports will be available for download within the TNORS. These PDF reports are made available to users based on their login credentials and are securely scoped into only their PDF reports. See the Reports section below for the detailed list of PDF reports that will be included.

Secure, Scoped User Access

All users will access the system by providing a valid username and password. All user accounts are directly linked to a level within the organizational hierarchy and will not allow users to navigate to information that is external to their access level. For example, all school level user accounts are linked directly with an individual school contained within the TNORS. This allows the school user

the ability to see all pertinent information about their school and only their school. State and System comparative numbers may be included for informational purposes within the report but the user will never have the ability to gain access to any other identifiable information about a student that is not within their school.

Reports

The following reports will be included within the TNORS v1.0:

Report	Print	Online	PDF/Print-On-Demand
Individual Profile Report	✓	✓	✓
Student Label	✓		
Class Record Sheet		✓	✓
Performance Level Summary Report		✓	✓
Reporting Category Percent Proficient		✓	✓
Reporting Category Performance Index Report		✓	✓
Disaggregation Summary Report		✓	✓

Report	Print	Online	PDF/Print-On-Demand
Individual Profile Report	✓	✓	✓
Home Report	✓		
Student Label	✓		
Class Record Sheet		✓	✓
Objectives Performance Report		✓	✓
Group Performance Level Report		✓	✓
Class Record Summary Sheet		✓	✓
Objectives Performance Summary Report		✓	✓
Performance Level Summary Report		✓	✓

Notes about Reports

- The inclusion of the print reports within this matrix is for reference only. Their definition, production, etc. is not covered by this work plan.
- The phases in which these reports are typically available will not be altered by the TNORS v1.0. The data, upon which these reports are reliant, will still be released within its defined phase.

Support

All first level customer and technical support will be handled by CTB/McGraw-Hill's customer support organization. Support requests can be made via a toll free 1-800 number or through email. The TNORS v1.0 will include support contact information in the system, on the homepage and on all distributed material. Escalated customer and technical support will be handled directly by TurnLeaf through CTB's support organization.

Security

TurnLeaf's ORS solutions use industry standard best practices to ensure the security of your data and solution. The ORS uses 128-bit Secure Sockets Layer (SSL) over HTTPS to ensure that no private data is intercepted during transmission. 128-bit SSL is used by online banks and credit card companies, so it is both secure and reliable. TurnLeaf's solutions are hosted at The Standard & Poor's 55 Water building in downtown New York City at one of the highest security buildings in the city. The physical and network security of the 55 Water building supports some of the worlds largest

financial data applications and is used by Standard & Poor's, JD Power and Associates and Business Week Online.

Availability

The TNORS v1.0 will be available via an internet browser 24 hours a day, seven days a week. At times, it will be necessary for TurnLeaf to perform routine system maintenance and we will notify TN DOE prior to commencing with any regularly scheduled maintenance. We attempt to schedule all maintenance during off peak hours (evenings and weekends) so as to provide as little disruption to regular service as possible. Should an unexpected system outage occur, TurnLeaf will use all practical resources to return the TNORS v1.0 to a usable state as soon as reasonably possible.

Assumptions

TurnLeaf and CTB used the following assumptions for the creation of this work plan and associated costing:

- For the first two years of this contract the intention of the TNORS is to provide online reporting in a manner consistent with what users are used to receiving in the paper format.
- That not all the reports will be made available in an online format. Certain reports will continue to be delivered on paper. See the Reports section above for further clarification.
- TurnLeaf and CTB will be able to work with TN DOE to define additional functionality sets that can be resold to individual districts and delivered through this solution.
- Any pre-loaded, back years data sets (2006 or earlier) will not have associated PDF/Print-On-Demand reports. These PDF reports do not currently exist and the work to produce these reports was not included within the price.
- Some work will need to be done between the pilot delivery and final delivery and because of the time limitation only defects will be prioritized for inclusion in the TNORS v1.0. All identified enhancements will be cataloged and included for discussion in the planning phase for Year 2 (2007-08).
- Only defects will be addressed within the scope of this program for Year 1 and Year 2, for the included price. Once the scope and design of the TNORS v1.0 is agreed up on in the initial planning stages, all system enhancements will be need to be addressed through change orders. CTB and TurnLeaf will work with TN DOE to evaluate these requests in a good-faith manner as they arise.
- The first year of this program (Year 1) runs from 7/1/06 to 6/30/07 and the second year (Year 2) runs from 7/1/07 to 6/30/08.

Constraints

We must adhere to the following constraints for this work plan and associated costing:

- All existing datasets will drive the online reporting. No new summarizations or aggregations (either pre-done or dynamic) will be available for TNORS v1.0 Year 1 and Year 2.
- Only state, system and building level users will have access to the online reporting system. Teachers will not have access to the online system; however school and system level users can share their reports with these individuals if the current TN DOE usage and security policy permits.
- As with any project - any delay or escalation in project schedule may not have a one-to-one impact on the final delivery date. Because of other commitments and external dependencies we may not be able to provide the production system a week early even if our development software was finished a week prior to the delivery date. We will work with TN DOE to communicate all schedule changes (either favorable or unfavorable) as soon as possible.
- TurnLeaf may need additional sets of information from TN DOE (such as enrollment files) to properly support the rollout of the TNORS v1.0. All deliverables from TN DOE will be clearly defined in the project plan and agreed upon during the planning phase.
- TN DOE will need to work with its member systems to schedule both the pilot and training that will be delivered as a part of this program. The training that will be delivered by TurnLeaf as a part of this program will be in the Train-the-Trainer mode. TurnLeaf will provide both printed and electronic materials for trainers that can be distributed to individual end-users for self-training, if needed.

RFS #		Contract #	
331.11-009-03		FA-04-15781-02	
State Agency		State Agency Division	
Department of Education		Office of Assessment and Evaluation	
Contractor Name		Contractor ID # (FEIN or SSN)	
CTB/McGraw Hill, LLC		C- or <input checked="" type="checkbox"/> V- 131026995-45	
Service Description			
Development of Tennessee Comprehensive Assessment Program Achievement Test (TCAP)			
Contract BEGIN Date	Contract END Date	Subrecipient or Vendor?	CFDA #
May 1, 2003	November 15, 2008	Vendor	Various
Mark, if Statement is TRUE			
<input checked="" type="checkbox"/> Contractor is on STARS as required		<input type="checkbox"/> Contractor's Form W-9 is on file in Accounts as required	
Allotment Code	Cost Center	Object Code	Fund
Var	Var	083	25
FY	State	Federal	Interdepartmental
2003	\$ 182,552.08	\$ -	
2004	\$ 6,700,671.39	\$ -	
2005	\$ 5,010,779.32	\$ 2,573,300.00	
2006	\$ 6,103,947.96	\$ 151,498.32	
2007	\$ 6,481,932.68	\$ 3,766,721.56	
2008	\$ 6,651,767.10	\$ 1,000,000.00	
2009	\$ 1,541,443.00	\$ 1,125,736.52	
TOTAL:	\$ 32,673,093.53	\$ 8,617,256.40	\$ -
Funding Grant Code		Funding Subgrant Code	
Var		Var	
TOTAL Contract Amount		\$ 41,290,349.93	
— COMPLETE FOR AMENDMENTS ONLY —			
FY	Base Contract & Prior Amendments	THIS Amendment ONLY	State Agency Fiscal Contact & Telephone #
03/04	\$ 8,291,927.65	\$ -	John Sharp 532-1658
05	\$ 6,175,375.14	\$ -	State Agency Budget Officer Approval
06	\$ 6,255,446.28		
07	\$ 6,024,702.47	\$ 4,223,951.77	Funding Certification (certification, required by T.C.A., § 9-4-5113, that there is a balance in the appropriation from which the obligated expenditure is required to be paid that is not otherwise encumbered to pay obligations previously incurred)
08	\$ 6,415,943.36	\$ 1,235,823.74	
09	\$ 148,685.00	\$ 2,518,494.42	
TOTAL:	\$ 33,312,079.90	\$ 7,978,269.93	
End Date			
Contractor Ownership			
<input type="checkbox"/> African American	<input type="checkbox"/> Disabled	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Small Business
<input type="checkbox"/> Asian	<input type="checkbox"/> Female	<input type="checkbox"/> Native American	<input type="checkbox"/> NOT minority/disadvantaged
<input type="checkbox"/> OTHER minority/disadvantaged—			
Contractor Selection Method			
<input type="checkbox"/> RFP	<input type="checkbox"/> Competitive Negotiation	<input type="checkbox"/> Alternative Procurement Method	
<input type="checkbox"/> Non-Competitive Negotiation	<input type="checkbox"/> Government	<input type="checkbox"/> Other	
Procurement Process Summary			

CONTRACT SUMMARY SHEET SUPPLEMENTAL SCHEDULE

Contract Number		FA-04-15781-02					
Fiscal Year		2003					
Allotment Code	Cost Center	Object Code	Fund	Grant Code	Subgrant Code	CFDA #	Amount
331.11	733	083	25	TK3	AAX		\$182,552.08
Fiscal Year	2004						
331.11	733	083	25	TK4	AAX		\$6,700,671.39
Fiscal Year	2005						
331.11	733	083	25	TK5	AAX		\$5,010,779.32
331.03	475	083	25	CN5	AAX		\$2,573,300.00
Fiscal Year	2006						
331.11	733	083	25	TK6	AAX		\$6,103,947.96
331.03	475	083	25	CN6	AAX		\$151,498.32
Fiscal Year	2007						
331.11	733	083	25	TK7	AAX		\$6,481,932.68
331.03	475	083	25	CN7	AAX		\$3,766,721.56
Fiscal Year	2008						
331.11	733	083	25	TK8	AAX		\$6,651,767.10
331.03	475	083	25	CN7	AAX		\$1,000,000.00
Fiscal Year	2009						
331.11	733	083	25	TK8	AAX		\$1,541,443.00
331.03	475	083	25	CN7	AAX		\$1,125,736.52
						\$41,290,349 93	

5/3/06 Approved through CATS

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CONTRACT SUMMARY SHEET

RFS Number:	331.113-009		Contract Number:		FA 04-15781-01	
State Agency:	Department of Education		Division:		Office of Assessment and Evaluation	
Contractor			Contractor Identification Number			
CTB/McGraw-Hill			x	V-	131026995-09	
				C-		
Service Description						
Development of Tennessee Comprehensive Assessment Program Achievement Test (TCAP)						
Contract Begin Date			Contract End Date			
1-May-03			15-Nov-08			
Allotment Code	Cost Center	Object Code	Fund	Grant	Grant Code	Subgrant Code
331.11	73003	083	25	x on STARS	CN3	AAX
FY	State Funds	Federal Funds	Interdepartmental Funds	Other Funding	Total Contract Amount include ALL amendments	
2003	\$182,552.08	\$0.00			\$182,552.08	
2004	\$6,700,671.40	\$1,408,704.18			\$8,109,375.57	
2005	\$6,023,876.83	\$151,498.32			\$6,175,375.14	
2006	\$6,103,947.96	\$151,498.32			\$6,255,446.28	
2007	\$5,873,204.15	\$151,498.32			\$6,024,702.47	
2008	\$6,264,445.04	\$151,498.32			\$6,415,943.36	
2009	\$148,685.10	\$0.00			\$148,685.10	
Total:	\$31,297,382.56	\$2,014,697.46	\$0.00	\$0.00	\$33,312,080.00	
CFDA Number:			Check the box (below) ONLY if the answer is YES			
State Fiscal Contact			Is the Contractor a SUBRECIPIENT? (per OMB A-133)			
Name:	Mary Reel, Director		Is the Contractor a VENDOR? (per OMB A-133)			
Address:	7th Floor, Andrew Johnson Tower		Is the Fiscal Year Funding STRICTLY LIMITED?			
Phone:	615-532-3027		Is the Contractor on STARS?			
Procuring Agency Budget Officer Signature			Is the Contractor's FORM W-9 ATTACHED?			
y58			Is the Contractors Form W-9 Filed with Accounts?			
			Funding Certification			
COMPLETE FOR ALL AMENDMENTS (only)			Pursuant to T.C.A., Section 9-6-113, I, M. D. Goetz, Jr., Commissioner of Finance and Administration, do hereby certify that there is a balance in the appropriation from which this obligation is required to be paid that is not otherwise encumbered to pay obligations previously incurred.			
Base Contract & Prior Amendments		This Amendment ONLY				
End Date >	11/15/2008	11/15/2008				
FY	2003	\$182,552.08	\$0.00			
FY	2004	\$6,700,671.39	205 \$1,408,704.18			
FY	2005	\$6,023,876.82	2 \$151,498.32			
FY	2006	\$6,103,947.96	\$151,498.32			
FY	2007	\$5,873,204.15	\$151,498.32			
FY	2008	\$6,264,445.04	\$151,498.32			
FY	2009	\$148,685.10	\$0.00			
Totals:		\$31,297,382.54	\$2,014,697.46			

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CONTRACT SUMMARY SHEET

Number:	331.113-009		Contract Number:	FA-04-15781-00	
State Agency:	Department of Education		Division:	Office of Assessment and Evaluation	
Contractor			Contractor Identification Number		
CTB/McGraw-Hill			x	V-	52-2358325 131021995-09
				C-	
Service Description					
Development and implementation of the Tennessee Comprehensive Assessment Achievement Test (TCAP)					
Contract Begin Date			Contract End Date		
5/1/2003			11/15/2008		
Allotment Code	Cost Center	Object Code	Fund	Grant	Grant Code
331.11	73003	083	-20-25	on STARS	
FY	State Funds	Federal Funds	Interdepartmental Funds	Other Funding	Total Contract Amount include ALL amendments
2003-2004	\$182,552.08				\$182,552.08
2004	\$6,700,671.39				\$6,700,671.39
2005	\$6,023,876.82				\$6,023,876.82
2006	\$6,103,947.96				\$6,103,947.96
2007	\$5,873,204.15				\$5,873,204.15
2008	\$6,264,445.04				\$6,264,445.04
2009	\$148,685.10				\$148,685.10
Total:	\$31,297,382.54	\$0.00	\$0.00	\$0.00	\$31,297,382.54
CFDA Number:			Check the box (below) ONLY if the answer is YES:		
State Fiscal Contact			Is the Contractor a SUBRECIPIENT? (per OMB A-133)		
Name:	Karen Jenkins		Is the Contractor a VENDOR? (per OMB A-133)		
Address:	7th Floor, Andrew Johnson Tower		Is the Fiscal Year Funding STRICTLY LIMITED?		
Phone:	615-532-3027		Is the Contractor on STARS?		
Procuring Agency Budget Officer Signature			Is the Contractor's FORM W-9 ATTACHED?		
			Is the Contractor's Form W-9 Filed with Accounts?		
			Funding Certification		
			Pursuant to T.C.A., Section 9-6-113, I, M. D. Goetz, Jr., Commissioner of Finance and Administration, do hereby certify that there is a balance in the appropriation from which this obligation is required to be paid that is not otherwise encumbered to pay obligations previously incurred.		
COMPLETE FOR ALL AMENDMENTS (only)					
	Base Contract & Prior Amendments	This Amendment ONLY			
End Date >		FEB 17 2004			
FY		DIRECTOR C			
FY					
FY					
FY					
Totals:	\$0.00	\$0.00			